



**D.C. BAR PRO BONO CENTER
SENIOR PROJECT SPECIALIST (PART-TIME)
POSITION DESCRIPTION**

The D.C. Bar Pro Bono Center has an immediate opening for a one-year part-time Senior Project Specialist (SPS) position. The SPS plans and implements the Pro Bono Center's technology based initiatives, administers the Pro Bono Center's online tools for pro bono advocates and pro se litigants and maintains the Pro Bono Center's internal production program. The SPS reports to the Managing Attorney (MA) of the D.C. Bar Pro Bono Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plans, coordinates and implements the delivery of legal services through technology to include:
 - a. Developing pro se pleadings, interactive interviews and applications in consultation with Pro Bono Center staff and volunteer attorneys.
 - b. Developing interactive documents for small business owners and community-based non-profits for the community and economic development work of the Pro Bono Center.
 - c. Creating comprehensive design strategies for the Pro Bono Center's web-based resources from implementation to testing and release.
2. Coordinates and manages content development and outreach for www.lawhelp.org/dc to include:
 - a. Addressing unmet legal needs by developing, collecting and posting pro se materials in conjunction with the Pro Bono Center and other partner organizations.
 - b. Developing and implementing a plan to enhance and maintain the resources available to small businesses and non-profits on Law Help.
 - c. Creating and maintaining a unified design and pro se usability while ensuring the integrity and accuracy of the legal and referral information provided.
 - d. Coordinating response to user feedback.
 - e. Increasing awareness of www.lawhelp.org/dc among the various constituencies, including pro se litigants, through trainings and demonstrations at constituent organizations and points of access in the community.
 - f. Expanding the Pro Bono Center's offerings through enhanced features, including videos and interactive pro se pleadings.
3. Coordinates and manages content development and outreach for www.probono.net/dc to include:
 - a. Developing and posting legal and instruction materials for pro bono and legal services attorneys.
 - b. Managing administrative functions, to include maintaining online calendars and coordinating admission of members to various practice areas.

- c. Developing and coordinating evaluation techniques, as well as assisting with national and local evaluation efforts.
 - d. Maximizing the Pro Bono Center's educational and outreach efforts by utilizing the best and most innovative tools available from www.probono.net/dc to share information and organize efforts across organizations.
4. Interfaces with Information Technology (IT) staff as appropriate to maximize effectiveness of the technical administration of both websites.

OTHER DUTIES AND RESPONSIBILITIES

1. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

1. A J.D. degree from an ABA accredited law school. Relevant undergraduate degree a plus.
2. The ideal candidate will be an active member of the D.C. Bar, or eligible to become an active D.C. Bar member. A successful candidate who is not an active member of the D.C. Bar must apply for admission within two (2) months of employment.
3. Knowledge of web-based content management systems, HTML and at least one other programming language and advanced features of google products required.
4. Ability to work well with D.C. Bar officers, Sections volunteers, other staff and the public. Experience working in a law firm, membership association, or similar non-profit organization a plus.
5. Proficiency with MS Office required.
6. Excellent verbal and written communication skills
7. Excellent organizational capabilities, attention to detail, adaptability, creativity, self-motivated and ability to manage several priorities at once.
8. Experience working with a legal service provider serving low income to moderate income clients a plus.
9. Ability to initiate and develop partnerships with other organizations.
10. Ability to handle and maintain confidential and sensitive information.

ADDITIONAL INFORMATION

Under the Bar's compensation structure, this position is in the Legal Job Family at the Senior Specialist Level. This is a 28 hour part-time one year exempt position which will end one year

from the date of hire. Salary is commensurate with experience. This position is eligible for prorated annual and medical leave.

This is not an attempt to list all essential functions of this position. It is recognized that job duties may change over time, based on the Bar's needs.

The D.C. Bar Pro Bono Center is an Equal Opportunity Employer.

Interested individuals must upload a cover letter, resume and salary requirements to:
<https://workforcenow.adp.com/jobs/apply/posting.html?client=dcbarpl6>